



SLC Change Control Process Transition Agenda & Report

Agenda and Report SLC Change Control Process Transition

Attendees: Pam Wadsworth (SLC Change Control Process Lead)
Robert Morse (Integration Partner)

Date: January 9, 2003
Time: 9:00-10:00 AM

Date: January 13, 2003
Time: 1:30-2:00 PM

Objective: Transition the SLC Change Control Process to the FSA process Lead (Owner)

Agenda Item #	Description	Action Taken - Status
1.	Introduction – establish context of SLC Change Control Process Implementation as it relates to Publication of SLC V2.0	Completed
2.	Examine Role and Responsibilities of the SLC Change Control Process Lead	Completed
3.	Examine how the SLC Process Lead role interacts with other roles, such as PRT Chairperson	Completed
4.	Examine the SLC Change Control Process Workflow to gain understanding of actions needed and sequence of steps involved in the process.	Completed
5.	Examine the Configuration Item Index template in the SLC Change Control Process Appendices and understand how this job aid can assist in the management of the many documents that comprise the SLC.	Completed
6.	Examine the project plan pertaining to the SLC V2.0 Publication effort to understand how the process breaks into quantifiable tasks	Completed
7.	Examine the SLC V2.0 Change Requests review document to show how the categorization and prioritization of Change Requests is recorded.	Completed
8.	Questions, for example, re: experiences in SLC V2.0 Publication effort	Completed
9.	Walk – through of the SLC Rational ClearQuest Tool for understanding its use by the SLC Process Lead	Completed

Notes: As part of the transition, the new SLC Change Control Process Lead was briefed on the effort involved in the process regarding the SLC Process Guide Version 2.0 and related documentation. Approximately 400 hours were spent by the SLC Change Control Process Lead from the beginning – the planning of the work effort – to the end of the process – the final acceptance and publication of the SLC Process Guide Version 2.0 to incorporate 15 Change Requests. In addition, another 80 hours of review and management time was expended.



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Hard Copy Document Distribution List – Distributed January 9, 2003

Document #	Document Title	Description of Work /Status/ Comments
	Artifacts	
1.	Configuration Item Index for SLC Version 2.0	Delivered January 3, 2003 with SLC Process Guide – CII will be valuable as record of documents that comprise the SLC Process Guide
2.	Review of SLC Version 2.0 Change Requests	Shows priority, categorization and estimated level of effort
3.	SLC Change Control Process Guide	Updated format and terminology (e.g. “SFA” to “FSA”) – see Summary Log of Changes for detail.
4.	SLC Change Control Process Lead Role and Responsibilities	Completed
5.	Project Plan for Publication of SLC Process Guide and Transition of Change Control Process	Updated to January 8
	Job Aids	
6.	Template – Summary and review of SLC Change Requests	Appendix A of SLC Change Control Process Guide
7.	Template – Configuration Item Index for SLC Documentation	Appendix B of SLC Change Control Process Guide
8.	Template – Change Log for SLC Documentation	Appendix C of SLC Change Control Process Guide